

**ASSEMBLY BILL**

**No. 268**

**Introduced by Assembly Member Mullin**

February 4, 2003

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An act to amend Section 19995.4 of the Government Code, relating to state employment.

LEGISLATIVE COUNSEL'S DIGEST

AB 268, as introduced, Mullin. State employment: supervisory training.

Existing law requires each supervisory employee employed by the state, upon his or her initial appointment to a designated supervisory position, be provided with a minimum of 80 hours of training, with at least 40 hours of that training to be structured and provided by a qualified instructor. Existing law requires the supervisory training to include various subjects pertaining to the role of the supervisor and employer-employee relations.

This bill would require the supervisory training to include training on the subject of employment law relating to persons with disabilities.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

*The people of the State of California do enact as follows:*

- 1 SECTION 1. Section 19995.4 of the Government Code is
- 2 amended to read:
- 3 19995.4. (a) The department shall devise plans for, and
- 4 cooperate with appointing powers in the conduct of, supervisory
- 5 employee training programs so that the quality of supervisory

1 services rendered by persons in those positions may be continually  
2 improved.

3 (b) Each supervisorial employee, upon the employee's initial  
4 appointment to a designated supervisory position, shall be  
5 provided a minimum of 80 hours of training, at least 40 hours of  
6 which shall be structured and be provided by a qualified instructor.  
7 The training shall consist of the role of the supervisor, techniques  
8 of supervision, planning, organizing, staffing and controlling,  
9 performance standards, performance appraisal, affirmative action,  
10 discipline, labor relations, *employment law relating to persons*  
11 *with disabilities*, and grievances. Every supervisor shall have  
12 access to a copy of each bargaining agreement covering the  
13 employees he or she supervises. The additional 40 hours of  
14 training may be provided on-the-job by a qualified higher level  
15 supervisor or manager.

16 (c) The entire 80 hours of training shall be completed within the  
17 term of the probationary period or within 12 months of  
18 appointment to a supervisorial classification. The training shall be  
19 completed within the term of the probationary period unless it is  
20 demonstrated that to do so creates additional costs or that the  
21 training cannot be completed during the probationary period due  
22 to the limited availability of training courses.

